

## JOB VACANCY POSTING

<b>POSTING #:</b>	027-14	<b>ISSUE DATE:</b>	April 2, 2014
<b>TITLE:</b>	<b>PERSONNEL TRAINEE</b>	<b>CLOSING DATE:</b>	April 16, 2014
<b>LOCATION:</b>	Department of Children and Families (DCF) Office of Human Resources 50 East State Street Trenton, NJ 08625		
<b>POSITIONS:</b>	1	<b>RANGE:</b>	Y95
<b>DISTRIBUTION:</b>	STATE WIDE	<b>SALARY:</b>	\$39,145.55 - \$40,925.09

**SCOPE OF ELIGIBILITY:** Open to employees who are permanent in a competitive title with underlying permanent State service as a promotional opportunity, subject to current promotional and hiring restrictions.

**DEFINITION:** Under the direction of a supervisory officer in a State department, institution, or agency, as a trainee and productive worker, receives on-the-job training in government personnel practices and procedures and their application and does work which will provide practical personnel experience; does related work.

### REQUIREMENTS

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**RESIDENCY LAW:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

**LICENSE:** Appointees will be required to possess a driver's license valid in NJ only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**NOTE:** APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY PROMOTIONS ARE MADE.

#### Electronic Filing:

Forward a cover letter and resume electronically to:

**Katrina.Bethke@dcf.state.nj.us**

Include the Job Posting # in the subject line of your email.

#### Alternate Filing:

If unable to file electronically applicants may forward a cover letter and resume (including Job Posting #) to:

**Linda M. Dobron, Director  
Department of Children and Families  
Office of Human Resources  
P.O. Box 717  
Trenton, NJ 08625**